

## **JOB OPPORTUNITIES – SEPTEMBER 20**

- Accountant III
- Chief Deputy Director Animal Care & Control
  - Chief Deputy Director, CIO (UC)
    - ITC CSOC SA 3
    - PSW II or MHC II
  - Training Coordinator, MH

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
OFFICE OF THE PUBLIC GUARDIAN**

**TRANSFER OPPORTUNITY VACANCY ANNOUNCEMENT**  
(DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY)

**ACCOUNTANT III**

Public Guardian (PG) is seeking a qualified individual to fill the position of Accountant III to join the Accounting Support team. We are looking for a highly-motivated, organized and competent individual to fill the full-time position.

Public Guardian is located in the Civic Center area (downtown Los Angeles, 320 W. Temple Street – 15<sup>th</sup> Floor). Public Guardian provides conservatorship services to those unable to provide for their own basic needs. The PG Accounting staff support those services including providing specialized trust or court accounting services.

**Desirable qualities include:**

- Two years supervising experience
- Highly organized and professional
- Ability to work collaboratively with various team members and disciplines
- Proficient in computer systems such as Microsoft Word, Excel, Outlook and eCAPS. Employee will be trained on the Department' new case management system CAMS.
- Excellent customer service skills and the ability to multi-task effectively
- Ability to work independently, pay attention to details and to follow through on instructions and meet deadlines
- Positive attitude, the ability to work in a demanding environment and assuming other duties as needed
- A good working knowledge of the County's policies, procedures, and practices

**DUTIES**

- Supervises 4 to 5 accounting staff
- Prepares/reviews Targeted Case Management (TCM) annual cost report & billing rates, Medi-Cal Administrative Activities (MAA) and TCM claims
- Prepares various expenditure & revenue reports
- Reviews billing to and from other county departments including DSO charges
- Coordinates and reviews the Internal Control Certification Program (ICCP)
- Approves deposit permits
- Assists Health Program Analyst III in preparing the annual budget
- Attends meetings
- Assists Accounting Officer I in reviewing court accounting reports
- Performs special assignments as needed

For more information, please contact: Yvonne Iraldo (213) 974-0502 or email me at [yiraldo@dmh.lacounty.gov](mailto:yiraldo@dmh.lacounty.gov)

If you are interested and currently hold the title of Accountant III, please fax copies of your resume, last 2 performance evaluations, and last 2 years of master timesheet reports to Yvonne Iraldo. Please respond no later than October 1, 2012.

THE COUNTY OF LOS ANGELES  
Invites Resumes for

**CHIEF DEPUTY DIRECTOR  
ANIMAL CARE & CONTROL**  
(Unclassified)



**Annual Salary: \$115,016 — \$174,086**

**Filing Period: September 12, 2012 — October 11, 2012**

**Restricted to Employees of the County of Los Angeles**

*The Los Angeles County Department of Animal Care and Control is one of the largest and most progressive animal control agencies in the United States. Six animal shelters serve all unincorporated County areas and 52 contract cities. The Department covers more than 3,200 square miles of cities, deserts, beaches, and mountains; from the Antelope Valley in the north to the Palos Verdes Peninsula in the south; as far east as the border of San Bernardino County and west to Thousand Oaks. Animal control and rescue services are provided 24 hours a day, seven days a week, in service areas.*

*Besides patrolling busy streets, back roads, beaches and canyons for lost, injured and abandoned animals, our animal control officers also sell dog licenses, conduct humane investigations whenever cruelty to animals is suspected, provide emergency rescues during natural disasters, and enforce all state and local animal control laws.*

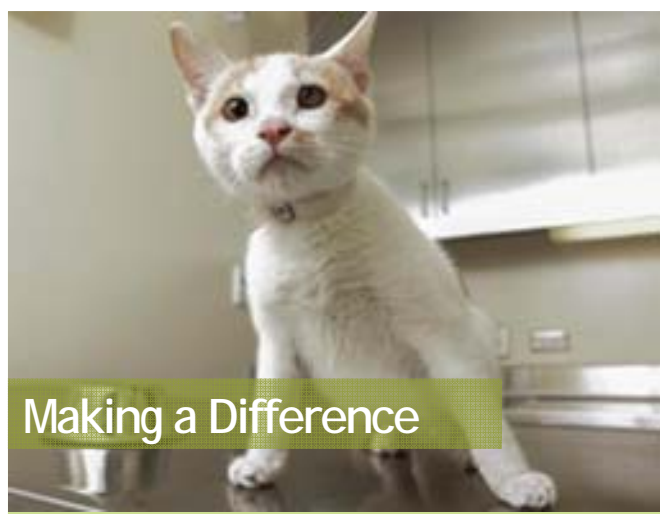


## THE POSITION

The Chief Deputy Director, Animal Care and Control, acts as assistant head of the Department of Animal Care and Control. This unclassified position is distinguished by its executive and administrative responsibility for assisting the Director of Animal Care and Control in planning, evaluating, and directing the day-to-day operations of the Department, including the enforcement of ordinances governing the licensing, impounding, keeping, adoption and exhibition of animals in the County and in contract cities.

### *Examples of Duties*

- Assists in planning, organization and directing of all operations in the Department, including formulating departmental policy, directing its execution, and evaluating work accomplished.
- Assists in directing the fiscal, personnel, budget and other administrative functions of the Department.
- Assists in directing the development of changes in organization, staffing, work processing and management information systems to increase efficiency and reduce administrative costs.
- Assists in ensuring the Department's philosophy of excellent customer service is an integral part of its service delivery.
- Assists in recommending the adoption and amendment of County ordinances, resolutions, regulations and state statutes.
- Assists in enhancing private financial support for various animal-related programs from outside groups.
- Responsible for overall operation of County animal shelters.
- Assists in enforcing state and local laws regarding animal cruelty.
- Directs the enforcement of Los Angeles County's Title 10 Ordinance to reduce to a minimum the number of animals at large.
- Assists in supervising the animal care and control volunteer program.
- Maintains effective relations with other departments, agencies and the public.
- Assists in making periodic reports to the Board of Supervisors regarding the accomplishments of the Department.
- Assists in the formulation and implementation of the Department's vision, mission and strategic plan.
- Acts as the Department Head in the absence of the Director of Animal Care and Control.



Making a Difference

## QUALIFYING EDUCATION AND EXPERIENCE

A Bachelor's degree from an accredited college or university -and- four (4) years of highly responsible experience managing through subordinate managers, a major division in areas such as finance, audit, budget, human resources, contract administration, information systems or other administrative services.

## DESIRABLE QUALIFICATIONS

- A Master's degree from an accredited college or university in public administration, non-profit management, business or other closely related field.
- Knowledge of local, state and federal animal welfare and anti-cruelty laws.
- A comprehensive knowledge of management and organizational principles, control systems, financial planning, utilization of resources, and a strong track record of success in large-scale fiscal and budgetary management.
- Possession of good analytical skills, including the ability to identify and resolve departmental issues and to solve problems within existing resources.
- Experience developing staff into a cohesive team, while holding individuals and units accountable for results.
- Experience managing controversial problems and/or dealing effectively with the media.
- Demonstrated skills and abilities in working effectively with public and private officials, community and advisory groups, and private citizens.
- Strong written and oral communication skills.
- Experience managing an active volunteer program.

**The County of Los Angeles is an Active Equal Opportunity Employer**

**Annual Salary** - \$115,016 - \$174,086 (R14)

The successful candidate may be appointed to any salary within the range, depending on qualifications. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

**Selection Process** - Each candidate's background will be evaluated on the basis of information submitted on the resume to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process.

**Filing Instructions** - Highly qualified candidates are invited to submit a statement of interest and comprehensive resume detailing their knowledge, skills and abilities. Each submission should include ALL of the following:

- Candidate's ability to meet the Qualifying Education, Experience and Desirable Qualifications sections of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and level of personnel supervised, scope of management responsibilities, functions managed, and dates of employment and current salary.
- Names of schools, colleges and universities attended, dates attended and degrees earned, and field of study, verification of degree(s), licenses and certificates along with the resume

Please submit resume materials by 5:00 p.m. on October 11, 2012 to:

[ExecutiveRecruitment@hr.lacounty.gov](mailto:ExecutiveRecruitment@hr.lacounty.gov)

Electronic submittals are strongly preferred. Please indicate the position title of Chief Deputy Director, ACC in the subject line of your e-mail.

Confidential inquiries are welcomed to:

**LAURA HEATON**

Department of Human Resources  
Executive Services Division  
Kenneth Hahn Hall of Administration  
500 West Temple Street - Room 555  
Los Angeles, CA 90012  
(213) 974-2674  
Fax: (213) 613-4773

This announcement may be downloaded from the County of Los Angeles website at: <http://hr.lacounty.gov>

Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, attached to your resume. This page will be removed from your resume when it is received. This information will be kept confidential and utilized solely for required statistical purposes.



## To Be Considered

Highly qualified candidates are invited to submit a statement of interest, comprehensive resume detailing their experience and a **completed Supplemental Questionnaire**. The Supplemental Questionnaire responses will be evaluated to determine if the candidate meets the desirable qualifications.

Each submission should include ALL of the following:

- Candidate's ability to meet the requirements as stated in the Qualifying Experience and Desirable Qualifications sections of this recruitment.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and level of personnel supervised, scope of management responsibilities, functions managed, and dates of employment and current salary.
- Names of schools, colleges and universities attended, dates attended, degrees earned, and field of study.
- Verification of degree(s), licenses and certificates.

## Selection Process

Each candidate's background will be evaluated on the basis of information submitted on the resume and supplemental questionnaire to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. **Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Chief Information Officer for consideration.**

Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, attached to your resume. This page will be removed from your resume when it is received. This information will be kept confidential and utilized solely for required statistical purposes.

Resumes, received by **September 25, 2012**, will receive first consideration.

Electronic submittals are strongly preferred and should be submitted to:

[ExecutiveRecruitment@hr.lacounty.gov](mailto:ExecutiveRecruitment@hr.lacounty.gov)

Please indicate the position title of **Chief Deputy Director, CIO** in the subject line of your e-mail.

Confidential inquiries are welcomed and should be directed to:

**PENNY TORRES**

**Department of Human Resources  
Executive Services Division  
Kenneth Hahn Hall of Administration  
500 West Temple Street – Room 555  
Los Angeles, CA 90012  
Telephone: (213) 893-9770  
Fax: (213) 613-4773**

Recruitment Services provided by



This announcement may be downloaded from the County of Los Angeles Website at:

<http://hr.lacounty.gov>

**The County of Los Angeles is an  
Active Equal Opportunity Employer**



# The County of Los Angeles

**Invites Resumes**

**for**

## Chief Deputy Director, CIO (UC)

**Restricted to Employees of the County of Los Angeles**



**Filing Period**

**September 12, 2012 - Until the Position is Filled**



## The Department

The Chief Information Office (CIO) provides vision and strategic direction for the effective and secure use of information technology (IT) to improve the delivery of services and achieve operational improvements and County business goals. The CIO is responsible for enterprise IT planning, addressing cross-departmental IT issues, ensuring adherence of Countywide IT practices and policies, and providing recommendations to the Board of Supervisors and Chief Executive Office regarding prudent allocation of IT resources.

The current departmental budget is approximately \$5.2 million and includes funding for 23 budgeted positions.

## The Position

The Chief Deputy Director, CIO has executive, administrative, and technical responsibility for assisting the Chief Information Officer in the overall coordination of County information technology and telecommunications related projects and programs addressing Countywide systems requirements, as well as the service needs of individual County departments.

## Examples of Duties

- Advises County leadership on creating vision for technology, sets strategic direction, and enlists support for strategic direction from customers and key stakeholders.
- Provides administrative leadership, oversight and accountability for the fiscal, budget, personnel, and other administrative functions of the Department.
- Acts for the department head and maintains liaison with the Board of Supervisors, County departments, commissions and information technology advisory bodies in the absence of the Chief Information Officer.
- Plans and coordinates the preparation of the County's Information Technology Strategic Plan and tracks accomplishments to ensure plan goals and objectives are achieved as scheduled.
- Formulates Information Technology policies, standards, directives, or strategies for approval by the Board of Supervisors, Chief Executive Officer or Chief Information Officer and monitors for departmental adherence.
- Directs the review of major information technology projects and programs. Makes recommendations on projects or on system implementation for County departments and County supported information technology bodies.
- Directs, supervises, and guides assigned departmental staff.

## Qualifying Experience

Demonstrated experience in coordinating a complex information technology program for a diverse multi-service public or private sector organization, including the planning, design, development, implementation, operation and maintenance of information systems. Such coordination includes assisting with budget, personnel, fiscal, and other administrative functions of the organization, as well as the direction of engineering or technical functions.

License: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job related essential functions.

## Desirable Qualifications

- A results-oriented, politically astute professional, who builds trust, fosters accountability and has a proven track record of managing complex state-of-the-art systems while building collaborative partnerships.
- Experience in performing duties at an executive level, including directing the management of budget and human resources, related to information services management in a large, complex organization.
- A strong manager and coach, open and approachable, with experience in building and motivating professional, accountable, highly trained, and agile staff.

- A customer focused manager who has successfully supported a large 24/7 information technology organization with excellent customer satisfaction results.
- A quick study of internal and external issues who includes different perspectives in crafting solutions.
- Demonstrable history of successfully formulating procedures governing the development of and awarding of enterprise information technology contracts including the ability to analyze, negotiate and execute agreements.
- An effective communicator who is able to explain the benefits of technology to non-technical executives in a professional non-technical manner.
- A collaborative and strategic partner who actively seeks best practices and scans the environment for emerging trends, and identifies the best use of technology to support the business needs of individual departments and the County as a whole.
- A Bachelor's degree or higher from an accredited college or university in Information Technology, Computer Science or a closely related field or a Master's Degree in Business Administration.

## Annual Salary

**\$123,643–\$187,143 (R15).** The successful candidate may be appointed to any salary within the range, depending on qualifications. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

**COUNTY OF LOS ANGELES- DEPARTMENT OF MENTAL HEALTH**

**CHILDREN'S SYSTEMS OF CARE  
SERVICE AREA 3 – PROGRAM ADMINISTRATION (SA 3)**

**TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION  
COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

**INTERMEDIATE TYPIST CLERK**

The Children's Systems of Care Bureau is recruiting to fill an Intermediate Typist Clerk position. This position requires answering phones, data entry and flexibility.

**EXAMPLES OF DUTIES:**

- Answers telephones, take messages for staff and routes calls appropriately.
- Ensures that all reports are turned in by due date, alerting supervisor of missing logs or reports.
- Produces rough and final typed copies of a variety of documents requiring individualized formats such as letters, forms, charts and reports.
- Assists Program staff in completing periodic assignments requiring data collection, creation of new forms, etc.
- Recognizes the need for revisions in office, clerical and secretarial procedures and makes recommendations regarding such changes.
- Acts as intermediary between supervisor and staff, transmitting messages, orders, and requests both written and verbal.
- Types tabular, columnar, statistical and other material from plain and corrected copy.
- Obtains additional information needed for completion of final material.
- Operates personal computer (Microsoft Word, Excel, Outlook, etc.)
- Checks documents for completeness, accuracy and compliance and other requirements.
- Assumes responsibility as assigned for performing other special duties related to the overall operation of the program, i.e., processing mail, photocopying and faxing.

**DESIRABLE QUALIFICATIONS:**

1. Good written and oral communication skills
2. Strong interpersonal skills
3. Strong computer knowledge

Individuals holding the title of Intermediate Typist Clerk should **fax or e-mail** their resume, last two master time cards, and last two (2) Performance Evaluations on or before October 3, 2012:

For Additional Information Please Contact:

Raquel May (213) 739-5456

Debbie Jalomo (213) 739-5457

Fax: (213) 252-0237 E-mail: [rmay@dmh.lacounty.gov](mailto:rmay@dmh.lacounty.gov) or [djalomo@dmh.lacounty.gov](mailto:djalomo@dmh.lacounty.gov)

**600 S. Commonwealth Avenue, 6<sup>th</sup> Floor, Los Angeles, CA 90005**

**AN EQUAL OPPORTUNITY EMPLOYER**





**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
COUNTYWIDE RESOURCE MANAGEMENT**

**TRANSFER OPPORTUNITY**

***PSYCHIATRIC SOCIAL WORKER II or MENTAL HEALTH CLINICIAN II***

Countywide Resource Management (CRM) is recruiting **two (2)** Psychiatric Social Worker II's (PSW II) or Mental Health Clinician II's (MHC II) for a new program, the Community Reintegration Program (CRP).

The recent passage of Assembly Bill (AB) 109, the 2011 Public Safety Realignment Legislation, resulted in a significant number of prison inmates no longer being released to traditional State Parole. Effective October 1, 2011, certain offenders of non-violent, non-serious crimes were released to Post-Release Community Supervision (PRCS), upon completion of their prison term. It is estimated that approximately 30% of these inmates will be mentally ill. CRM-CRP was being established to provide mental health screening/triage and linkage to community-based mental health treatment for these individuals. This situation affords staff the opportunity to participate in the development and implementation of a new program that has high visibility throughout the state.

**2 PSW II's/MHC II's** positions will be located at CRM 1925 Daly Street, 2<sup>nd</sup> floor Los Angeles, CA 90031

The primary duties and responsibilities of this position include:

- Serve as AB 109 Coordinator reviewing clinical packets provided by the State, County Jail, and DMH County Mental Health Court Program; triaging, consulting and making recommendations for mental health treatment upon release, and collaborating with the Probation Department on planning for inmates identified for release from prison as part of AB 109.
- Perform as back-up to the HUB clinicians to assess inmates face-to-face upon release from prison, providing crisis intervention as necessary, performing targeted case management services to link individuals to community-based mental health programs, monitoring client progress and making recommendations for the appropriate level of care.
- Consulting with Department program staff and community mental health agencies dealing with the target population regarding community alternatives available to inmates on reentry.
- Identifying system barriers to the successful reintegration of inmates into communities and working with the Mental Health Clinical Supervisor and community partners to remove them.
- Participating in the collection of outcome data related to AB 109.

**DESIRABLE QUALIFICATIONS:**

- Knowledge and experience in providing services to individuals with forensic or criminal justice histories.
- Excellent clinical, assessment and communication skills.
- Skill in prioritizing work and multi-tasking under pressure.
- Experience with discharge planning in psychiatric hospital setting(s).
- Working on a multi-disciplinary team.
- Ability to be creative and to solve problems.
- Adaptable and flexible.

Interested PSW II's or MHC II's are encouraged to FAX their résumé, last two (2) Performance Evaluations, and last two (2) years of master time records by **Friday, October 12, 2015** to:

**Jacqueline Yu, LCSW**  
**Mental Health Clinical Program Head**  
**Countywide Resource Management**  
**1925 Daly Street, 2<sup>nd</sup> Floor**  
**Los Angeles, CA 90031**  
**FAX: (323) 223-8380**  
**or**  
**email: Arfaye Parker at [aparker@dmh.lacounty.gov](mailto:aparker@dmh.lacounty.gov)**

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH  
Children's System of Care  
Family and Community Partnerships

VACANCY ANNOUNCEMENT

**TRAINING COORDINATOR, MH**

THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN

Family and Community Partnerships is seeking a highly qualified, motivated and committed individual to fill a grant-funded, subtitle N-item for a Training Coordinator, MH position. Under the direction of the Program Head and District Chief, the scope and function of this position includes responsibility for developing, coordinating, and implementing a comprehensive training program for the county-wide implementation of the Parent Child Interaction Therapy (PCIT) project, supported through a contractual agreement between First 5 LA and DMH.

ESSENTIAL JOB DUTIES:

- Plan, organize and direct all aspects of the Parent Child Interaction Therapy (PCIT) training program for DMH directly operated clinics and contract providers throughout Los Angeles County.
- Implement corresponding recommendations from key stakeholders and guidelines provided by DMH PEI Administration, First 5 LA, and the UC Davis PCIT Training Center relative to serving the needs of children Birth to Five years of age.
- Determine appropriate training needs for the implementation of the PCIT training model and oversee program fidelity and contractual guidelines required by DMH/PEI Administration and First 5 LA.
- Prepare required reports for PCIT and Countywide Children's PEI services as part of documenting implementation of an evidence based practice and program outcomes.
- Coordinate the development and tracking of required provider training for the delivery of PCIT services as well as related trainings necessary to effectively provide services to birth to five populations.
- Prepare, recommend, and monitor the annual training budget for PCIT.
- Analyze and evaluate the effectiveness of selected PCIT trainers, training content, formats, etc. and recommend revisions to enhance relative effectiveness.
- Prepare and secure training materials such as syllabi, curricula, manuals, charts, or other audio-visual aids. Schedule and secure the training venues.
- Lead trainings, conferences confirm speaking engagements, and serve on appropriate professional development and training-related committees.

## DESIRABLE QUALIFICATIONS:

- Clinical experience in working with children and families.
- Experience in managing training programs and skills in handling the intensive demands required for successful PCIT program implementation and expansion.
- Ability to develop, implement and achieve program goals and objectives.
- Familiarity with evidenced-based practices and outcomes data collection.
- Possession of excellent verbal and written communication skills.
- Possession of excellent organizational and interpersonal skills.
- Experience working with directly operated programs, contract providers and other County Departments as well as other entities.
- Ability and willingness to travel throughout Los Angeles County in the course of performing the duties of this position.

Interested individuals who currently hold the title of the above position are encouraged to submit either by e-mail or FAX a detailed resume and the last two (2) Performance Evaluations by **Friday, September 21, 2012** to:

Kim Nguyen Pierce, Ph.D.  
Senior Community Mental Health Psychologist  
Family and Community Partnerships  
[knguyenpierce@dmh.lacounty.gov](mailto:knguyenpierce@dmh.lacounty.gov)  
Tel: (213) 739-5420  
Fax: (213) 252-0235